

Termination Letter for Breach of Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract Due to Breach

I am writing to formally notify you that, due to your breach of the contract dated [Contract Date] (the "Agreement"), I am hereby terminating the Agreement effective [Termination Date].

As you are aware, the terms of the Agreement were not adhered to, specifically [briefly describe the breach]. Despite previous discussions regarding this matter, the issues have not been resolved.

Please consider this letter as the official termination notice as per the terms outlined in Section [relevant section] of the Agreement.

Furthermore, I request that you return any materials and confidential information belonging to me that you may still have in your possession.

Thank you for your attention to this matter. Should you have any further questions, please do not hesitate to contact me.

Sincerely,

[Your Name]